

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-141

OPEN PERIOD:

5/18/2010 – 11/14/2010

JOB TITLE:

Facility Operations
Specialist (Program
Management)

PAY GRADE AND SERIES:

GS-1640-09/11/12

PAY RANGE:

\$50,790 - \$95,750

POSITION LOCATION:

Sacramento, CA.

UNIT:

JFHQ

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: CURRENT ON BOARD PERMANENT
CALIFORNIA ARMY NATIONAL GUARD TECHNICIANS ONLY

Military grade of E-7 through E-9; WO1 through WO5 or Warrant Officer
Candidate/Eligible; O-1 through O-5.

Compatible Military Grade Assignment: MOS Immaterial.

Key Requirements:

Incumbent may be required to participate in J4 logistics
operations when responding to state and federal emergency or
disaster requirements.

PDCN #: 70559000

Security Clearance Required:
National Agency Check

THIS IS A PERMANENT POSITION

This position is located in ARNG Construction and Facilities Management Office (CFMO), Facilities Management Branch. The primary purpose of this position is to program, manage, schedule and direct the operations, maintenance and repair, rehabilitation and improvements to ARNG facilities in a geographically separated area. Additionally, this position administers the state NGB energy management program. Supervises the work of the function. Supervisory duties require less than 25% of the incumbent's time.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which provided knowledge of practices and procedures related to property management; general maintenance systems, material requirements, and scheduling procedures.

Facility Operations Specialist (Program Management) GS-1640-09 (Trainee): Must have 24 months of specialized experience which provided a knowledge of general facility operations in fields such as carpentry, painting, electrical, plumbing, boiler plant operations, construction and maintenance of lawns, refrigeration and ventilation; experience in managing and controlling budgets, materials, manpower needs, contracts and procurements, and other viable resources; experience which demonstrates the ability to perform estimating and contracting procedures; experience which demonstrates the ability to deal with organization and agency representatives and various contract and supply vendors; experience in preparing and directing budget and funding requirements in support of minor construction, facility operations and maintenance program; experience in facility management or managing real property operations that required the candidate to plan, manage, monitor, evaluate, and control the work sequences of job/tasks, and provide for the material and manpower needs at the activity; experience that requires a general knowledge of techniques used in the construction and maintenance field; experience in preparing and directing programs to support minor construction and facility maintenance and repair projects; experience in preparing and participating in presentations to federal, state and local officials in support of major construction operations and maintenance programs.

Facility Operations Specialist (Program Management) GS-1640-11 (Trainee): Must have 36 months of specialized experience which demonstrates the ability to receive, investigate, and verify installation maintenance requests to determine propriety; experience which demonstrates the ability to approve requests for maintenance and repair; provide guidance on development of program documents and informational data to support the long-range maintenance programs; experience which demonstrates the ability to coordinate or direct preparation of planning documents to determine general characteristics of projects; experience reviewing and approving programming documents; experience developing work order systems to meet customer support and facility needs; experience establishing priorities and tracking planning and progress through project completion; experience maintaining historical needs; experience or familiarity with real property operations; experience providing guidance, managing or developing maintenance methods, standards and techniques; experience coordinating the management of preventive maintenance programs to ensure life expectancy of operational facilities; experience reviewing historical data, writing reports to explain technical difficulties in maintaining facilities, and recommending solutions; experience developing and implementing policies and guidance for assisting building facility managers in determining safe, effective, and economical use and operations of ARNG facilities; experience which demonstrates the familiarity or background in preparation of architectural and engineering drawings covering a broad range of maintenance modifications for existing ARNG facilities; experience assisting in review of architect and engineer design and space criteria for economical utilization of facilities and equipment; experience which demonstrates the familiarity or knowledge in any of the following areas: facility fire prevention and protection activities; OSHA; Army Energy Program; or DoD Antiterrorism/Force Protection and Physical Security standards.

Facility Operations Specialist (Program Management) GS-1640-12: Must have 36 months of specialized experience which demonstrates the ability to receive, investigate and verify installation maintenance requests to determine propriety; experience approving requests for maintenance and repair; experience providing policy guidance and informational data to support the long-range maintenance and total construction programs; experience overseeing the development of planning document; experience directing preparation of project estimates; experience identifying funding sources, to include manpower and material costs; experience reviewing and approving various programming documents; experience developing and maintaining the work order system responsive to customer and facility needs; experience establishing priorities and tracking planning and progress through project completion; experience developing and maintaining historical records; experience developing, providing guidance and managing real property operations in military department facilities; experience which demonstrates the ability to oversee the development of maintenance methods, standards and techniques; experience developing, implementing and overseeing the management of preventative maintenance programs to ensure life expectancy of operational facilities; experience reviewing historical data, writing technical reports to explain difficulties in maintaining facilities, and recommending solutions; experience developing and implementing policies and guidance for assisting building and facility managers in determining safe, effective, and economical use and operations of ARNG facilities; experience managing and directing the preparation of architectural and engineering drawings covering a broad range of maintenance modifications for existing ARNG facilities; experience assisting in review of architect and engineer design and space criteria for economical utilization of facilities and equipment; experience which demonstrates a general knowledge in any of the following areas: facility fire prevention and protection activities; OSHA; Army Energy Program; or DoD Antiterrorism/Force Protection and Physical Security Standards.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-12 position indicated above may be considered for GS-09/11 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-12 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the capabilities, requirements and operating principles of various facility management fields.
2. Ability to gather and organize data from various sources.
3. Knowledge of estimating and contracting procedures.
4. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
5. Ability to make cost and budget analysis and project operating expenditures.
6. Ability to organize, direct and coordinate the efforts of a wide variety of trades and crafts workers.
7. Knowledge of maintenance and construction techniques.
8. Ability to direct a comprehensive program of facility maintenance and repair.
9. Ability to communicate effectively both orally and in writing.
10. Ability to evaluate operations and isolate areas for improvement.
11. Knowledge, familiarity, or background in construction standards, building practices, physical plant management, inspections, or facility maintenance programs.

12. Working knowledge of maintenance concepts, principles, and practices concerned with planning, design, and maintenance of ARNG facilities, utilities, fire, and/or intrusion detection.
13. Working knowledge of streets and parking facilities, to include those in geographically separated areas.
14. Knowledge of reading and interpreting plans and specifications to coordinate and monitor construction maintenance and repair projects.
15. Ability to function effectively in emergency situations and in an environment of consistently changing priorities.
16. Broad knowledge of construction standards, building practices, physical plant management, inspections, or facility maintenance programs.
17. Skill and ability to effectively administer all facets of a complex statewide physical plant maintenance program.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, (i.e., Engineering, Architecture, Industrial Arts, Property Management and Business Management/Administration).

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications of this office.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (**mandatory**)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE
www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER